

**SENATE FISCAL AGENCY**  
**Job Description**

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**POSITION TITLE:** Director

**IMMEDIATE SUPERVISOR:** Senate Fiscal Agency Governing Board

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**SUMMARY:** The Director is responsible for the organization, management and performance of all duties and functions of the Senate Fiscal Agency as provided in the Senate Fiscal Agency Administrative Rules and Procedures. The Director shall also be responsible for all policy decisions concerning the Agency, its work products, contractual relationships, financial management and public relations.

**DUTIES AND RESPONSIBILITIES:**

1. Assume full management responsibility for the Agency including supervision of the budget; approval of Agency expenditures; establishing the employee salary schedule, office procedures and policies; and the selection of Agency personnel.
2. Act as a liaison between the Senate Fiscal Agency Governing Board and the employees of the Agency.
3. Conduct a professional relationship with all 38 members of the Michigan Senate to ensure that their information needs are being met by the Agency.
4. Consistent with the needs of the Senate, approve, coordinate and direct assignments of all staff members.
5. Fulfill the statutory requirement as serving as the Senate representative on the Consensus Revenue Estimating Conference as created in Public Act 72 of 1991.
6. Assist the Chairperson of the Senate Appropriations Committee in establishing the agenda of and coordinating the meetings of the Senate Appropriations Committee.
7. Act as primary fiscal advisor to the Senate in terms of assistance in the implementation of the annual State budget.
8. Review correspondence as the Director considers necessary to ensure that all members of the staff are working toward common objectives in line with Agency policy.
9. Exercise final review, prior to release, of all reports prepared for issuance by the Agency.
10. Set schedules for production of and procedures for review of all bill analysis products.
11. In conjunction with the Clerk of the Senate Appropriations Committee, maintain files and information, including copies of all correspondence and meeting minutes, necessary for the efficient operation of the Senate Appropriations Committee and the Agency.
12. Maintain attendance records necessary for payroll, annual leave, and military leave purposes and all personnel-related materials.

Position Description  
Director

13. Advise the Governing Board of matters that, in the Director's opinion, are of consequence to the functioning of the office.
14. Issue all operational policies and procedures of the Agency.
15. Interact with members of the general public and the news media on all State fiscal issues.
16. Response to requests for outside speaking engagements concerning State fiscal issues.

**SKILLS AND ABILITIES:**

1. Must possess strong interpersonal, writing, speaking and managerial skills.
2. Must possess a complete understanding of all aspects of State fiscal policy.
3. Must possess a graduate-level degree in public policy, economics, business or other related field.
4. Must possess ability to work in a nonpartisan manner in a political environment.